

**STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
“External Recruitment/Union”**

Position Title: Office Assistant (Property Valuation Specialist)
Position Number: 58108371
Division: Property Assessment
Region: Region 3
Grade/Salary: 9/\$9.38 - \$11.42/ hr DOQ
training assignment 8/\$8.71 - \$10.51/hr DOQ
Status: Permanent/Full-time
City: Sidney
Union: Yes
Supplement: No
Hiring Supervisor: Jack Shawver
Closing Date: January 5, 2007

The Department of Revenue is looking for an energetic and enthusiastic individual who enjoys working in an office environment. To perform successfully as a Property Valuation Specialist, you must be self-motivated with an ability to work independently and, as part of a team. You must possess strong work ethics, a positive attitude and enjoy working with and for, the public. This position requires the ability to communicate effectively and respectfully with the public as well as co-workers. You will serve as the initial contact for customer inquiries by providing both written and oral responses to issues and concerns. If you have the skills to provide effective and professional assistance to customers and to be accountable for your decisions, we encourage you to apply!

Some of the duties of a property valuation specialist include being able to maintain office equipment and resources, to work on a computer in an office environment, data entry, word processing and spreadsheets. Daily work involves effective written, oral and interpersonal communication, thinking creatively, recommending innovative solutions and proactively focusing efforts and energy on successfully attaining goals. Other duties involve knowledge of individual tax types and understanding their relationships within the organization. This position requires a valid driver's license since some travel will be required for meetings, training or as needed.

The successful applicant is required to satisfactorily complete the department's on-the-job training. We provide the tools you need to be successful!

Should an applicant for this position not meet the minimum qualifications a training assignment at a grade lower may be implemented. The training assignment is typically for one year or until the training assignment requirements have been met, whichever comes first.

Education and experience are typically acquired through high school graduation. Related work experience can be beneficial, but is not required.

A typical average compensation package for entry grade 8 is approximately:

Wages	\$18,110.00
Benefits	\$ 7,000.00
Retirement	<u>\$ 1,250.00</u>
Total Average Wage Package	<u>\$26,360.00</u>

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. **Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.**

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858. Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Union: These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

Background Check: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment. Other eligibility requirements are applicants must be in compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.

DEPARTMENT OF REVENUE

Reference Check Authorization Form

Applicant's Name: _____
(please type or print)

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Revenue, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Revenue to contact any or all of my present or past employers and/or personal references.

I release the Department, these employers and/or references from any liability, which may relate to the information provided to the Department of Revenue.

Applicant's Signature: _____ Date: _____